

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **PRINCIPAL DRAFTING AIDE**

##### **DEFINITION:**

Under general supervision, to perform complex and varied computer aided drafting work; to supervise complex drafting work; and to perform related work.

##### **DISTINGUISHING CHARACTERISTICS:**

Principal Drafting Aide is the third level in the drafting series. Assignments may include both highly complex computer-aided drafting and moderately complex engineering design work under the supervision of a professional engineer. Principal Drafting Aide is distinguished from Senior Drafting Aide in that the latter typical does not perform both computer-aided design and drafting work. Subordinate personnel performing moderately complex computer-aided or manual drafting may be supervised and trained by Principal Drafting Aides.

##### **\* EXAMPLES OF DUTIES:**

- Prepares a variety of types of complex engineering drawings, reduces field notes, computes grades, and prepares cross-sections, profiles, visual displays, maps, and charts;
- Utilizes CADD or GIS applications to create complex designs, maps and drawings.
- Trains and assists department or division staff on use of computer-aided drafting or GIS applications.
- Prepares cost estimates and computes quantities;
- Prepares and drafts precise maps for land use, master plans, rights of way and final zoning;
- Combines maps on one scale;
- Makes architectural and structural drawings;
- Prepares, checks, and interprets legal descriptions;
- Does research and investigations and delineates ownerships and boundary lines;
- Constructs architectural and topographic models;
- Prepares artwork for photography;
- Interprets rules and regulations to subdividers, builders, and the public;
- May train and evaluate subordinates.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Four years of drafting experience, preparing engineering plans or maps to scale using manual or computer-aided drafting; **OR** two years of experience as a Senior Drafting Aide with the City of San Diego **OR** three years of drafting experience **AND** either (a) satisfactory completion of a high school, trade school, or college drafting course, or (b) one year of subprofessional experience assisting an architect, engineer, surveyor, information systems staff or other professional staff responsible for plan and/or map development; **OR** two years of drafting experience **AND** either (a) satisfactory completion of a high school, trade school or college drafting course **and** one year subprofessional experience as described above, or (b) college graduation with a Bachelor's degree in Architecture, Civil Engineering or Surveying; an Associate of Science degree in Architecture or Drafting Technology, or successful completion of a community college certificate program in Drafting Technology.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.